



**Defense Logistics Agency
Women's Leadership Symposium**

Frequently Asked Questions
(As of 11 March 11, 2004)

Is the Women's Leadership Symposium like the Women's Focus Group that HQ DLA sponsored during the 1990's?

Yes and no! Due to the popularity of the Women's Focus Groups, which took place from 1996 to 2000, it was decided by the ForWARD (For Women's Advancement and Recognition at DLA) Committee to do a career development event as its first initiative. The Women's Focus Group was their reference but whereas the Women's Focus Group concentrated equally on personal and professional development, the Women's Leadership Symposium or WLS focuses on professional development.

Why is it called a leadership symposium?

Leadership was selected because this career development event is focused on techniques and skills required to become a leader. It will give the participants the "direction" needed to become a future leader as stated in the WLS theme. A symposium is a meeting or conference for discussion of some topic in a relaxed setting. This three-day meeting has been designed to encourage discussion on the various topics being presented in a relaxed setting away from work.

What is the relevance of the theme "Moving Forward with Direction: Leadership-Professionalism-Teamwork?"

The ForWARD Committee decided to focus on the nine managerial competencies that all DLA managers and supervisors are rated on in terms of performance. During the summer of 2003, HQ DLA female employees located at the McNamara Complex were randomly selected to participate in small focus groups to decide what three of the nine managerial competencies would be the focus of the symposium. Leadership, professionalism, and teamwork were the top three managerial competencies selected.

What are managerial competencies?

All DLA managers and supervisors share certain, critical responsibilities for achieving performance excellence. The competencies reflect the values of DLA – what is important to DLA as an organization – and they are shared by all DLA manager/supervisors. The competencies include leadership; professionalism; teamwork; oral and written communications; strategic focus; responsibility/accountability; customer service; resource stewardship; and innovation and initiative.

Who designed the WLS?

The WLS Steering Committee under the direction of the HQ DLA Federal Women's Program (FWP) Manager designed and will execute the WLS. Each HQ DLA organization was requested to select a representative and one alternate to serve on this committee. Committee member's names can be found on this website by going to the [LOTTERY BOX LOCATIONS AND POINTS OF CONTACT LIST](#) link. The WLS Steering Committee members are the HQ DLA organizations' POCs. They will be happy to answer any questions not addressed by this website.

What topics are going to be discussed during the WLS?

The agenda is located in this website under the [SYMPOSIUM AGENDA](#) link for your review. The WLS is a three day event. The first day will focus on topics related to leadership. The second day will focus on topics related to professionalism. The third day will focus on topics related to teamwork.

Who is eligible to attend?

Any member of the HQ DLA workforce whose duty station is located at the McNamara Complex is eligible to attend. This includes men and women. Although the WLS focus is on the career development of women, men are welcomed to submit a ballot to attend. We all work together and learn from each other!

How do you apply to attend?

Each McNamara Complex DLA organization was given a lottery box and ballots. All you have to do is fill out a ballot and put it in the box. The cut off date for ballot submission is April 8, 2004. The location of the ballot boxes by organization is located on this website under the [LOTTERY BOX LOCATIONS AND POINTS OF CONTACT LIST](#) link. The ballot can be downloaded from this website under the [LOTTERY BALLOT](#) link.

How will participants be selected?

The selections will be made by lottery. The WLS is limited to 100 participants. Each HQ DLA organization was given a number of allocations based on ten percent of the total number of female employees they have working at the McNamara Complex. On April 9, 2004, each HQ DLA organization's head or their designee will draw randomly from the lottery box the number of allocations given to their organization. In addition, they will draw three alternate names. The WLS committee will notify those selected to participate. Alternates will be notified if a selected participant from their organization cannot attend.

What is the attire?

The attire will be business casual.

Where is the symposium being held?

The symposium is being held at the Fair Oaks Holiday Inn, 111787 Lee Jackson Memorial Highway, Fairfax, Virginia. To obtain directions from your home to the Fair Oaks Holiday Inn go to www.mapquest.com. A link to Mapquest is also provided under the FAIR OAKS HOLIDAY INN MAP link on this website and follow the directions.

Can I claim mileage to and from the training site since it is not my normal place of work?

Yes, you can claim mileage from your regular duty station to the training site and back to your duty station. All DLA employees attending the Women's Leadership Symposium who drive a privately owned vehicle (POV) to the training site are entitled to claim mileage through their respective organizations. Clarify how to do this with your organization's travel POC. Mileage from your home can not be claimed. The rate is 37.5 cents per mile.